



March 2000

## Dear Sun Safety Kit Recipient:

Thanks for your interest in protecting outdoor workers from skin cancer. The purpose of the kit is to increase awareness and practice of sun safety principles and strategies. The kit includes education materials that need to be copied and distributed to staff. Promotional items such as posters and notepads are also provided to reinforce the education messages. The posters should be placed at key locations so staff will frequently see them. Please keep the kit (box) in a place that will remind senior staff to always include sun safety practices in all outdoor activities. Tailgate or other safety meetings provide an excellent opportunity to share this information.

### Here's a step by step plan of how the kit components should be utilized:

- (1) Using the envelope marked "Handout Masters," copy and distribute to all outdoor staff the handouts entitled:
  - (a) "Sun Safety: What Outdoor-Based Employees Should Know"
  - (b) "Skin Cancer Testimonials"
  - (c) "Ultraviolet Count by Half-hour"
  - (d) "Daily Ultraviolet Count by Month"
  - Also route the enclosed brochures and bookmarks among employees. **Be sure to share the education materials with all classifications of outside workers.**
  - In addition to distributing the printed skin cancer testimonials, senior staff may want to encourage employees who have had skin cancer to share their experiences.
  - The two "ultraviolet count..." charts demonstrate that highest exposure to harmful UV rays occurs: (a) during the middle hours of the day, and (b) during the months of March through October.
  - The handout entitled, "Sun Safety: A Brief Summary" is a greatly condensed version of "Sun Safety: What Outdoor-Based Employees Should Know." This summary may be used as you see fit, such as for bulletin boards, employee work stations, or distributed with paychecks, etc.
  - Show the video "Sun Safety for Outdoor Workers" to staff.
- (2) After they read the above materials and view the video, give all participating staff the quiz entitled, "Quiz: Understanding Skin Cancer." The answer key for this quiz is provided for "grading" the quiz. It is suggested that staff who miss more than two of the 14 questions should restudy the materials and take the quiz again.
- (3) Display the posters in high traffic areas to assure maximum exposure to staff.



Cover up!





- (4) The notepads are provided primarily for the staff person coordinating use of the kit, but the coordinator may choose to circulate them among all staff.
- (5) One sticker each should be given to seven staff so they can affix them to something connected with their work duties (e.g. hat, safety vest, etc.).
- (6) Senior staff are highly encouraged to review the "Outdoor-Based Business: Sun Protection Policy Guidelines" and then create a sun safety policy for their site based on the model provided.
- (7) The handout "Parents! Protect Your Children and Yourselves From Too Much Sunlight" should be copied and distributed to all employees, especially those with children.
- (8) The "Sun Safety Announcement for Employees" should be used by supervisors – on a weekly or monthly basis – to remind and encourage staff to practice sun safety behaviors on the job.
- (9) The sunscreen samples/coupons are graciously provided by the indicated companies. Their inclusion in the kit should not be regarded as an endorsement by the California Department of Health Services.

### Materials Reordering & Additional Information

Some items in this kit were produced by either The Skin Cancer Foundation or the American Academy of Dermatology. Contact these organizations directly to order additional copies of such materials:

The Skin Cancer Foundation  
245 Fifth Avenue, Suite 1403  
New York, NY 10016  
(212) 725-5176

American Academy of Dermatology  
P.O. Box 2289  
Carol Stream, IL 60132-2289  
(847) 330-0230

The Skin Cancer Prevention Program has a new web page. Type [www.ca5aday.com](http://www.ca5aday.com) and click on this icon to read and download or order various sun safety materials for both adults and children.



### Kit Evaluation

This sun safety kit has been sent to your organization free of charge. However, **you are required to complete and mail in the enclosed evaluation form**. The form is entitled, "Sun Safety Kit Evaluation Form: Outdoor-Based Businesses" and is printed on light blue paper. **The form should be completed by July 21, 2000, but not before your facility has implemented the kit for at least two months.** The completed form should be returned in the attached postage-paid business reply envelope or mailed to the Skin Cancer Prevention Program in California per the address at the end of this cover letter. Your response will greatly assist the program to determine the impact of the kit and provide suggestions for a future revision of the kit.



## In Conclusion

Please use all the components of the kit as is practical. Keep the education handout "masters" in a safe place – such as the kit (box) – for use in making copies. Direct any questions, comments, or concerns to:

Andrew Manthe, M.P.H., C.H.E.S., Chief  
Skin Cancer Prevention Program  
California Department of Health Services  
P.O. Box 942732, MS-7204  
Sacramento, CA 94234

(916) 449-5393

(916) 449-5414 Fax

E-mail: [amanthe@dhs.ca.gov](mailto:amanthe@dhs.ca.gov)



Cover up!



Seek shade!

